



**STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE**

TO: Chief Procurement Officer

FROM: Washington DC Bureau, Office of Hawaiian Affairs

Name of Requesting Department

Pursuant to HRS §103D-306 and HAR chapter 3-122, Subchapter 9, the Department requests sole source approval to purchase the following:

1. Describe the goods, services, or construction to be procured.

POLITICO Pro is an online Federal and State database which provides customized and current political, legislative, and regulatory news and tracking dating back 10 years, thorough Federal and State policy analysis, Federal and State directories, and legislative and regulatory compasses.

2. Vendor/Contractor/Service Provider Name:

POLITICO Pro

3. Amount of Request:

8470/ year

4. Term of contract (shall not exceed 12 months), if applicable:

From: 10/1/2020

To: 9/30/2022

5. Prior SPO-001, Sole Source (SS) No.:

n/a

6. Describe in detail the following:

a. The unique features, characteristics, or capabilities of the goods, service or construction.

POLITICO Pro offers exclusive reporting and briefings on timely legislative issues. Through its unique sources, POLITICO is able to provide legislative text before it is posted on public websites like congress.gov, although it also pulls information and data from those sources as well. POLITICO Pro offers subscribers the ability to set up customized email notifications by subject matter and user, so different users know about events as they occur and do not have to go through materials that do not pertain to their specific work. It offers legislative tracking dating back 10 years, and the ability to compare legislative drafts. POLITICO Pro also offers up to date contact, work history, job descriptions, and some biographical information for staff and officials throughout Congress and the federal administration.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department

Part of the Washington DC Bureau's (WDCB's) responsibilities is to track all proposed federal legislation and regulations to analyze any impacts on Native Hawaiians and weigh in where appropriate. POLITICO Pro's tools allow us to stay as up to date as possible, as well as to monitor the thousands of bills, proposed rules, and notices moving through Congress and the U.S Government for impacts. WDCB is also responsible for advocating to the federal government on behalf of Native Hawaiians. POLITICO Pro's constantly updated directories of Congressional and Federal agency staff and officials allows us to make sure that we have the most current contact information and know more about the staff we interact with through their bios and work histories on POLITICO Pro. Finally, POLITICO Pro's system of email alerts allows us to stay on top of any new developments that could affect our work.

7. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the goods, services or construction.

WDCB staff reviewed POLITICO Pro's website and tools to determine whether POLITICO Pro would meet our office's needs for monitoring, analysis, and staff directory services. POLITICO's website identified three major competitors as being CQ Roll Call (Fiscal Note), Bloomberg, and Congress.gov. WDCB staff also searched the internet for other competitors, which included both other premium subscription providers as well as open public sources provided by the federal government. We then reviewed the offerings from the competitor's sites to determine if any of those services would be a reasonable substitute for the services POLITICO offers. We found that they do not.

8. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the department's needs.

Congress.gov - Does not provide news, has very limited analysis capabilities, and no staff directories; Bloomberg - Does not provide legislative tracking; and CQ Roll Call (Fiscal Note) - Does not provide Federal legislative tracking for 10 years prior and it seemed like several products that would be needed to cover POLITICO Pro's suite of services, which lacked the same integration and customization tools.

9. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)

*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	E-mail Address
Keone Nakoa	WDCB/OHA	202-506-7238	keonen@oha.org

Department shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-122, Subchapter 15, Cost or Pricing Data if required.

***All requirements/approvals and internal controls for this expenditure is the responsibility of the department.
I certify that the information provided is to the best of my knowledge, true and correct.***



Department Head Signature

Sep 28, 2020

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 09/28/2020

Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

Chief Procurement Officer Signature Date



Pursuant to § 103D-306, HRS and Subchapter 9, HAR Chapter 3-122, the Department requests sole source approval to purchase the following:

7. Essential Features: The good, service or construction has the following unique features, characteristics or capabilities to accomplish the work:
POLITICO Pro offers federal legislative tracking software dating back 10 years, which is not available on any other platform.

8. Alternate source. The following other possible sources for the good, service, or construction were investigated but did not meet our needs because:

Congress.gov - Does not provide news, has very limited analysis capabilities, and no staff directories. Additionally, it does not allow for effective tracking because it must be done manually, which limits the number of bills we can track based on time resource limitations. CQ/Roll Call - Does not provide Federal legislative tracking 10 years prior; Bloomberg - Does not provide legislative tracking.

9. Provide name(s) of department personnel conducting/participating in the procurement and whether individuals complied with the written procurement delegation authority and mandatory training requirements.

(Please type in over example and delete cells noted used.)

Department Personnel Name	Division/Agency	Specify involvement in this procurement	Knowledgeable of written delegated procurement authority and mandatory training? (Yes or No)	Does individual have appropriate written delegated authority and attended the appropriate mandatory training? (Yes or No)
Nietzsche Ozawa	Procurement	Procurement Process	Yes	Yes

10. Which individuals from the list provided in No. 9 may SPO contact for follow up inquiry, if any? This individual should be knowledgeable of the procurement and informed that they have been designated as the contact person. If this person is not listed in No. 9, what is their involvement in this procurement?

(if not explained in No. 9)	Phone Number	e-mail
Nietzsche Ozawa	808-594-0240	nietzscheo@oha.org

Expenditure may be processed with a purchase order/pCard: Yes No

If no, a contract must be executed with funds certified.

Agency shall ensure adherence to applicable administrative and statutory requirements, including HAR Chapter 3-122, Subchapter 15, Cost or Pricing Data, if required.

I certify that the information provided is to the best of my knowledge, true and correct.

Department Head Signature

Sep 28, 2020

Date

For Chief Procurement Officer Use Only

11. Date Notice Posed 09/28/2020

Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from the above posted date to:

Chief Procurement Officer
State of Hawaii
P.O. Box 119
Honolulu, HI 96810-0119

12. Chief Procurement Officer (CPO) Comments:

☐ Approved ☐ Disapproved ☐ No Action Required

Chief Procurement Officer Signature

Date